

City of Williamsburg

Facility name: Public Works and
Utilities Department

| Person resp | Prepared by | Reviewed by | Approved by |
|------------------|------------------|------------------|------------------|
| EMS 10/7/2008 | EMS 10/7/2008 | EMS 10/7/2009 | DGC 10/7/2009 |

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Revision no. 4

Work Instruction Procedure

WIP 4.4.61.6 Vehicle/Equipment Washing Procedure

This is a printed copy of the original and will not be kept up-to-date.

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|------------------------------|---|--------------------|---------------------|-----------------------|
| Persons responsible: | Fidler, Will | Cooper, Lee | Reeser, Paul | Walker, George |
| Areas of application: | Department of Public Works and Utilities Shop Complex | | | |

Date of issue: 10/7/2008 **Effective until date:** 10/7/2010

Warning! The information in this document may be out of date and should be reviewed.

Document location:

Distribution list:

Current revision no.: 4

Revision schedule

| Rev. no. | Date | Description |
|----------|------------|---|
| 1 | 9/14/2004 | Changed format |
| 2 | 8/29/2006 | Changing 2.1 ; 3.1 ; 3.2 ; 5.2 removed Wed and Friday ; 5.3 added 3.3; 3.2.1; and 3.3.1 |
| 3 | 10/7/2008 | Created new WIP (see record for changes) |
| 4 | 10/20/2009 | see record for changes |

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1.0 Purpose

- 1.1 The purpose of this Work Instruction Procedure (WIP) is to outline the proper method for vehicle/equipment washing.

2.0 Scope

- 2.1 This WIP applies to all Department of Public Works and Utilities personnel. The Vehicle Maintenance Personnel records the number of vehicles washed off site and equipment washed on site as part of the Environmental Management System for the City of Williamsburg Department of Public Works and Utilities.

3.0 Responsibilities

- 3.1 EMS Team
 - 3.1.1 Responsible for managing the vehicle/equipment washing procedure. This includes training, monitoring, record keeping and assigning personnel to assist with vehicle/equipment washing.
 - 3.1.2 Reports number of vehicles/equipment washed annually to upper management during upper management meetings.
- 3.2 Vehicle Maintenance Personnel
 - 3.2.1 Records and reports number of vehicles/equipment washed to EMS Team annually.
- 3.3 Department of Public Works and Utilities Personnel
 - 3.3.1 Superintendents will provide Vehicle Maintenance with a copy of the receipt from large vehicles washed off site.
 - 3.3.2 Will follow this Work Instruction Procedure (WIP) for vehicle/equipment washing.

4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001 1996 EMS Related Definitions

5.0 Process

- 5.1 Off Site vehicle washing
 - 5.1.1 All vehicles are to be washed off site at Auto Wash Express on 2nd Street. The best days for this are Mon. Tue. or Wed.
 - 5.1.2 A coupon must be requested from maintenance shop personnel prior to going to Auto Wash Express on 2nd Street. This is allowed once every 30 days per vehicle. Coupons should be used as soon as they are acquired.
 - 5.1.3 Prior to taking vehicle to off site facility, any heavy deposits of dirt or mud must be rinsed at the wash area at the bottom of hill in shop complex. The bed of all pick-up trucks must be cleaned of all trash and debris.

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- 5.1.4 Present attendant with coupon and alert them to the lights or other equipment that needs special care i.e. (beacon lights and mirrors).
- 5.2 Off site large vehicle
 - 5.2.1 All large vehicles will be washed off site at Penske Truck Wash. The best days for this are Mon., Tue., or Wed., this transaction requires a credit card. Employees must get credit card from their superintendent.
 - 5.2.2 Prior to taking vehicle to off site facility any heavy deposits of dirt or mud must be rinsed at the wash area at the bottom of hill in shop complex.
 - 5.2.3 No more than 2 vehicles at any one time to Penske Truck Shop. Large vehicles are regulated as to how many time per year they should be washed. Superintendent should track vehicle washing and be aware of the number of times they are and can be washed. See cost sheet for details.
 - 5.2.4 Large vehicles taken to Penske Truck Wash must be checked in with gas pump attendant or front office. Give the attendant the vehicle number so it can be printed on receipt. Vehicle number is the last 4 numbers of the vehicle identification number. If employees don't know the number ask either superintendent or vehicle maintenance personnel prior to going to Penske.
 - 5.2.5 Penske attendant will process the credit card, drive the vehicle through the wash and alert you when wash is complete. Do not drive vehicles into wash bay.
 - 5.2.6 Superintendents will supply a copy of the receipt to vehicle maintenance personnel. Superintendents also need to check receipts to insure vehicle ID is printed on it.
- 5.3 On-site equipment washing
 - 5.3.1 No equipment shall be washed with out approval from superintendent or maintenance shop personnel.
 - 5.3.2 Equipment washing in the shop complex will be done from 8:00 am to 2:30 pm.
 - 5.3.3 Under normal conditions equipment will not be washed more than once every 30 days.
 - 5.3.4 Prior to washing on site any heavy deposits of dirt or mud must be rinsed at the wash area at the bottom of hill in shop complex.
 - 5.3.5 Equipment will be washed in front of the 2 bays on the end of the maintenance shop closest to the shop entrance.
 - 5.3.6 See Maintenance Shop Personal for all supplies.
 - 5.3.7 Hose must have self-stopping nozzle attached.
 - 5.3.8 Equipment shall not be left unattended.
 - 5.3.9 Once equipment washing is complete return all supplies to maintenance shop personnel, and clean up wash area and remove equipment from wash area.
 - 5.3.10 Adequate protection of the storm drain inlet must be in place prior to cleaning or degreasing.
- 5.4 Engine compartment cleaning or degreasing must be done with maintenance shop personnel authorization.

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- 5.4.1 Adequate protection of the storm drain inlet must be in place prior to cleaning or degreasing.

6.0 References/Related Documents

- 6.1 Environmental Management Program in Records Registry